

Organization's Name:

Project Name:

Date:

Please complete your budget as an EXCEL document. If you do not have access to excel, please send it as a WORD document. Adapt the category titles and add line items as needed. Feel free to request an EXCEL version of this template via email from the SSH team so that when you enter the number of units and unit cost, the total cost should automatically calculate. The subtotals also auto-calculate, which will feed into the budget total at the bottom of the spreadsheet.

Budget Categories and Line Items	Unit Type (days, people, bags, etc)	Number of Units	Unit Cost	Total Cost
Equipment and Machinery- List equipment to be procured (no computers, vehicles, and prohibited items).				
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Subtotal Equipment and Machinery				0
Training and Workshops- List workshops items like venues, tea break, facilitators.				
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Subtotal Equipment and Machinery				0
Travel- List travel expenses such as ground transportation for trainings, delivery for equipment, tolls, etc.				
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Subtotal Travel				0

Supplies/Material- List expendable supplies such as notepads for trainings, seeds for planting, peanuts for grinding, etc).				
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Subtotal Supplies/Material				0
Administrative- List costs to be incurred during this grant, such as bank withdrawal fees, communication credit, etc.				
				0
				0
				0
				0
				0
Subtotal Administrative				0
Total Proposed Budget				0